

**To:** Merritt, Steven[Merritt.Steven@epa.gov]  
**From:** Feldman, Richard  
**Sent:** Wed 8/12/2015 2:58:20 PM  
**Subject:** FW: Instructions for R8\_GKM\_Claims@epa.gov  
addingmailboxes Outlook2013.pdf

Thanks for speaking with me; I followed all the steps , but I cannot open it. I get a message that Outlook will not allow me to open it

Richard Feldman

Assistant General Counsel and Claims Officer

Civil Rights and Finance Law Office

Office of General Counsel

U.S. EPA

(o) 202-564-5434 (f) 202-564-5432

**From:** Merritt, Steven **On Behalf Of** R8 GKM Claims  
**Sent:** Monday, August 10, 2015 3:46 PM  
**To:** Madigan, Andrea; Ward, W. Robert; Logan, Paul; Redden, Kenneth; Minoli, Kevin; Gleason, Michael; Garbow, Avi; Packard, Elise; Hess, Stephen; Nelson, MichaelC  
**Cc:** R8 GKM Claims  
**Subject:** FW: Instructions for R8\_GKM\_Claims@epa.gov

All,

The following individuals have access to the [R8\\_GKM\\_Claims@epa.gov](mailto:R8_GKM_Claims@epa.gov) inbox. Instructions for adding the inbox to your Outlook are attached. On step 5, be sure to put in "R8\_GKM\_Claims" with the underscores before hitting the "Apply" button. It does work and this message will be one of the messages in both the inbox and the sent items.

Madigan, Andrea <[Madigan.Andrea@epa.gov](mailto:Madigan.Andrea@epa.gov)>;

Ward, W. Robert <[Ward.Robert@epa.gov](mailto:Ward.Robert@epa.gov)>;  
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Merritt, Steven <[Merritt.Steven@epa.gov](mailto:Merritt.Steven@epa.gov)>  
Broussard, Rebecca <[Broussard.Rebecca@epa.gov](mailto:Broussard.Rebecca@epa.gov)>

Again, let me know if there is anything I can do to help.

Steven B. Merritt, CIH  
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**From:** Freed, Chris  
**Sent:** Monday, August 10, 2015 11:14 AM  
**To:** Merritt, Steven  
**Subject:** Instructions

Chris Freed

Contractor, IT Support Engineer

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